

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, June 28, 2010

CALL TO ORDER

The meeting began at 5:30 p.m. in Conference Room 113 at City Hall

ROLL CALL

Present: Dave Thomas, Anna Marie Jones, Ed Comerford, and Joe Roberts

Absent: Ed Fuentes

City Staff: Human Resources Director Tami Yuki, CATV Director Tenzin Gyaltsen, Steve Firpo, and Finance Director Edmund Suen

APPROVAL OF MINUTES

Ed Comerford made a motion, and Joe Roberts seconded to approve minutes.

PUBLIC COMMENT

None

CONDUCT OF BUSINESS

**Assistant Finance Director
Accounting Supervisor
Financial Services Supervisor
Accounting & Customer Service Representative III
Accounting and Customer Service Representative I/II**

**Information Technology Analyst I/II
Computer Support Technician**

A. Review of Job Descriptions for the Finance Department and CATV Department

Human Resources Director Yuki stated that the Finance Department organizational chart that was presented to the Personnel Board will be adopted at the July 13 City Council Meeting as part of the adoption of the FY 10-11 Budget.

Assistant Finance Director

Human Resources Director Yuki stated that the Assistant Finance Director job description was brought back to the Board to discuss the issue of "bonding" for this position. All other changes that the Personnel Board recommended were incorporated. Finance Director Suen stated that the City has a Crime Policy through our JPA that covers all employees. Finance Director Suen stated that if something were to happen, the policy covers any losses, and therefore, our employees do not need to be bondable because they are covered through our JPA/ABAG.

Page 4, under "Special Requirements", remove "must be bondable".

Accounting Supervisor

Human Resources Director Yuki stated that at the last Personnel Board meeting it was discussed that the "knowledge, skills, and abilities" of the Accounting Supervisor and Financial Services Supervisor should be the same. Finance Director Suen stated that they should not be the same as the Accounting Supervisor is a more technical position, whereas the Financial Services Supervisor position evolved from a Management Analyst position. Finance Director Suen stated that the

Financial Services Supervisor position is a more analytical position with background in budgeting and not accounting. Finance Director Suen confirmed that he is not recommending any changes to “knowledge, skills, and abilities” of the original job descriptions.

Personnel Board Member Comerford asked why the CPA is not required for the Accounting Supervisor position. Finance Director Suen stated that the market doesn’t require a CPA as a mandatory minimum qualification, but all require college degrees with technical background. Personnel Board Member Thomas asked if other cities have this as a requirement. HR Director Yuki stated most do not require a CPA for this similar level of position, and that although a CPA is a desirable qualification, we can use this as criteria for screening if we have many applicants who meet the minimum qualifications. Personnel Board Member Roberts asked if there was a salary difference with those that come in with a CPA. HR Director stated that we do not “pay extra” for a CPA, but if the person has more experience and qualifications, the City may offer they a higher step in the salary range.

Financial Services Supervisor

Finance Director Suen stated that we added “accounts payable” as one of the areas this position oversees at the last Personnel Board meeting. However, this position only oversees the revenue side, and not accounts payable. Accounts Payable is overseen by Asst. Finance Director and Accounting Supervisor. Therefore, it was recommended that on page 1, under “Definition”, remove “accounts payable” and keep original language.

Pg 1, add “and after “information flow”.

Pg. 2, under “Peripheral Duties” delete “interviews individuals to obtain data” and move “draft correspondence to answer inquiries” to next paragraph.

Pg. 3, under “Knowledge of”, remove “,” after “auditing theory and practices”, and after “accounting procedures and systems.”

Accounting and Customer Service Representative III (ASCR III)

HR Director Yuki stated that this job description was brought back to the Personnel Board because the job description needed to be reviewed for specific duties related to the CATV Department.

PB Member Jones asked why there were so many references to the word “may” in the job responsibilities. CATV Director Gyaltsen stated because this job description is used in both the CATV and Finance departments.

Personnel Board Member Thomas asked if the language should be more broad rather than specify all the details of cable services so as to be more flexible in all the covered services. Business Manager Firpo stated that when they interviewed the applicants for the position, some of the applicants did not know that they had to work specific cable tasks. Therefore, it is important to keep the specifics in the job description.

Page 3, under “Duties which are specific to Cable Television Department:” replace and add the following language to the job description, “Perform initial startup, upgrades and downgrades, and provide customer education regarding all broadband services including cable television, Internet, and phone services. Make recommendations to customers and sell service products according to customer needs while considering features, accessories, upgrades, and rate plans.” This language should be the same as in the proposed language of the ASCR I/II position.

CATV Director Gyaltsen stated that adding customer service or retail sales experience would be helpful in attracting applicants who are interested and have the required skill set to work in the CATV department.

Page 5, under “Education and Experience”, add “For the CATV Department, additional customer service and retail sales experience is highly desirable.”

Accounting and Customer Service Representative I/II

Page 4, the “Education and Experience”, add same language as in the ACSR III, “For the CATV Department, additional customer service and retail sales experience is highly desirable.”

Personnel Board Member Comerford made a motion to recommend Assistant Finance Director, Accounting Supervisor, Financial Services Supervisor, Accounting and Customer Service Representative III, and Accounting and Customer Service Representative I/II with the changes. Personnel Board Member Jones seconded. Motion passed.

Information Technology Analyst I/II

CATV Director Gyaltsen stated that there are 3 divisions of the CATV department: Cable Television, Cable Channel I, and Information Technology. Technology Support has 3 employees, 1 IT Analyst and 2 Computer Support Techs. The Technology Support Division is responsible to maintain, upgrade, and support PCs, networks, data networks, phone systems, and servers.

Personnel Board Member Comerford stated the CATV Department organizational chart should reflect the title for Information Technology Analyst I/II instead of just Information Technology Analyst.

Page 1, under “Definition”, replace “enterprise” with “City”.

Page 1, under “Supervision Received”, delete “in a highly independent manner.”

Page 1, under “Supervision Exercised”, delete entire paragraph referring the IT Analyst I. Delete “Information Technology Analyst II” and “level of”. Replace with “This position may be assigned supervisory responsibility for the Computer Support Technician staff level positions in addition to providing supervisory oversight of part-time or contract staff.”

Page 2, under “Distinguishing Characteristics” for the Information Technology Analyst I, delete “or no directly”.

Page 2, under “Distinguishing Characteristics” for the Information Technology Analyst II, delete, “Positions in this class are flexibly staffed and are normally filled by advancement from the Information Technology Analyst I level.”

Page 3, under “Essential Duties and Responsibilities”, 5th paragraph, replace “enterprise” with “City”.

Page 4, under “Peripheral Responsibilities”, delete “technology”.

Page 4, under “Minimum Qualifications” of the “Knowledge of” section, delete “budgeting” as most employees who begin work for the City do not have prior City government budgeting experience.

Page 5, under “Minimum Qualifications” of the “Ability to” section, add, “obtain and maintain certifications required in an evolving technical environment” to anticipate changes in the industry.

Page 6, under “Education and Experience” section, add language that is in the Computer Support Technician job description which states, “Candidates with at least five (5) years of demonstrated work history in this field at this level of position, but do not have the required AA/AS college degree may be considered.”

Page 6, under “Special Requirements”, replace “within one year of date of hire” with “within probationary period.”

Computer Support Technician

Page 3, under “Education and Experience” add “field” after “related. Delete “Given the nature of this profession.”

Personnel Board Member Comerford made a motion to recommend the Information Technology Analyst I/II and Computer Support Technician with the changes. Personnel Board Member Roberts seconded. Motion passed.

B. Recruitment

- a. Police Officer – Lateral/Academy Graduate:** City had overwhelming response to the recruitment. We received 232 applications with many who met the minimum qualifications. We screened the top 13 applicants who would require very little training and could start immediately. City joined the City of Millbrae to complete a joint oral board process. However, both cities will have separate eligibility lists.
- b. Lead Maintenance Worker –** Closed promotional position. The vacancies were from a resignation in the Parks Division, and a vacant budgeted position in Public Works.
- c. Fire Battalion Chief –** Closed promotional and joint recruitments with neighboring jurisdictions (Millbrae and Central County Fire). Recruitment was in anticipation of a retirement of our current Battalion Chief.
- d. Fire Captain –** Closed promotional and joint recruitment with Millbrae, Central County and San Mateo.

Board Members Comments

No comments from the Board.

Human Resources Director Yuki stated that the next scheduled Personnel Board Meeting is scheduled for July 19, and she will confirm a date and send an email to the members.

ADJOURNMENT

The meeting adjourned at 7:25 p.m.